

## **CITY OF BURBANK**

### **PRINCIPAL CIVIL ENGINEER**

#### **DEFINITION**

Under direction, to supervise and direct the activities of an engineering section and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Plans, supervises and coordinates public works/utility field and office civil engineering activities, including inspection, surveying, plan checking, mapping and record maintenance; coordinates the preparation of designs, plans, maps, specifications, and cost estimates for construction and long- range planning of public works/utility projects; confers on interdepartmental projects, governmental agencies, and private organizations on engineering matters; conducts negotiations for contracts and agreements with other agencies; directs the preparation of work schedules; directs the issuance of street utility and grading permits; reviews construction costs; directs research and prepares a variety of studies and reports; recommends amendments and additions to the Municipal Code; assists in budget preparation and expenditure control; confers with superiors on policies, strategies and programs; acts for supervisor in his/her absence; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed up to and including termination; administers major contracts with consultants/contractors for studies, design or construction projects; secures grants/loans with outside agencies to finance City projects; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the principles and practices of civil and structural engineering related to municipal surveys, plans, and public works/utility designs; field engineering methods including surveying, inspection, and construction practices; principles and practices of sound personnel management and supervision.
- Skill to - apply the knowledge required for the position; design, estimate and draw plans for public works/utility improvement projects.
- Ability to - effectively work with others; communicate effectively, both orally and in writing; prepare contract documents; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a B.S. degree from an accredited college or university with major course work in civil engineering and seven years of professional engineering experience, including two years at the level of a Senior Civil Engineer in California.

**License & Certificate:** A valid California Class "C" driver's license or equivalent at time of appointment; registration as a Civil Engineer in the State of California is required.

#### **SUPPLEMENTAL INFORMATION**

None.